

**BY ORDER OF THE COMMANDER
AIR FORCE OFFICER ACCESSION AND
TRAINING SCHOOLS (AFOATS)**



AFOATS INSTRUCTION 91-101

20 SEPTEMBER 2005

Safety

AFOATS SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DODI 6055.7, *Accident Investigation, Reporting and Record Keeping*, AFD 91-2, *Safety Programs*, AFI 91-204, *Safety Investigations and Reports*, and AETC Pamphlet 91-203, *Squadron Commanders Safety Pamphlet*. It establishes the policies, procedures and responsibilities governing the implementation of the Air Force Officer Accession and Training Schools' (AFOATS) Safety Program. It applies to all AFOATS' units and personnel, Active Duty (AD), Reserve, Civilian and Officer Trainees (OT); cadets who are under orders for training purposes should be treated like AD members unless otherwise noted. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://afirms.amc.af.mil>.

SUMMARY OF REVISIONS

This instruction has been substantially revised and should be carefully reviewed. This revision: realigns the Headquarters AFOATS Section Commander responsibilities to the AFOATS Commander (1); requires the AFOATS Unit Safety Representative (USR) to determine when to complete an AETC IMT 534, **Mishap Data Worksheet**, on ROTC cadets (3.1); stipulates AFOATS USR will distribute training documents to squadron and detachment unit safety monitors (USM) (3.5); authorizes AFOATS USR to delegate spot inspections (3.7); updates reference for briefing guidance (3.11, 4.3); clarifies when ROTC personnel should forward AETC IMT 435 to AFOATS USR (4.1); recommends contacting AFOATS USR for information on conducting seat belt checks (4.5); clarifies to whom the Motorcycle Safety program applies (5.1, 12); requires new motorcycle riders to complete an AETC IMT 708, **Commander's Motorcycle Safety Interview**, before operating their motorcycle (5.1.5, 12); requires supervisors to conduct job safety briefings using locally developed Work Center Lesson Plans and provides a resource for example plans (6.1); requires AFOATS USR to address hazards identified by AFOATS personnel assigned to Maxwell AFB (7.2); requires the

Newcomer's Safety Brief for all personnel under age 26 (8); authorizes commanders to delegate monthly safety briefings to their USM (11); aligns Safety Briefings and Safety Briefing Guidance into one paragraph (11); requires experienced motorcycle riders to contact the AFOATS USR to determine if they require a refresher safety course (12.1); adds guidance for counseling ROTC cadets who ride motorcycles (12.3); requires an AETC IMT 435 when ROTC cadets are injured during official functions and are on orders (13.2); adds Table 13.1, *AFROTC Cadet Mishap Reporting*; clarifies USR/USM training requirements (14); indicates supervisors will receive an AF IMT 1256, **Certificate of Training**, upon completing Supervisor Safety Training (15); and adds an Adopted IMTs paragraph (17). A star (★) indicates revised material from the previous version.

Section A. Roles and Responsibilities

★1. Headquarters AFOATS Commander:

1.1. Appoints AFOATS primary and alternate unit safety representatives (USR). These individuals are responsible for all oversight of the AFOATS safety program. It is recommended one individual come from Officer Training School (OTS) and one from HQ AFOATS.

1.2. Appoints AFOATS primary and alternate motorcycle safety monitors. These individuals will be responsible for AFOATS motorcycle riders stationed at Maxwell AFB.

2. Reserve Officer Training Corps (ROTC) Region Commanders, ROTC Detachment Commanders, and OTS Squadron Commanders:

2.1. Appoint unit safety monitors (USM) for their unit. Alternate appointees are optional but recommended.

2.2. (ROTC Detachments/Regions only) Appoint a motorcycle safety monitor if the unit has motorcycle riders. The USM and the motorcycle safety monitor can be the same individual. This position is responsible for local unit motorcycle riders. Contact the AFOATS motorcycle safety monitor for guidance and requirements.

2.3. Ensure all assigned personnel comply with applicable safety instructions.

2.4. Utilize Operational Risk Management (ORM) in all unit operations.

3. AFOATS USR:

★3.1. Forwards AETC IMT 435, **Mishap Data Worksheet** (Attachment 2), to 42 ABW/SE within 5 calendar days of any mishap. Refer to Table 3.1 to determine when an AETC IMT 435 is required for ROTC cadets.

3.2. Ensures safety information and resources are available to all AFOATS personnel.

3.3. Attends all 42 ABW/SE safety representative meetings.

3.4. Briefs the AFOATS Commander on the safety program each month and is responsible for safety management of the HQ AFOATS Command Section personnel.

★3.5. Will distribute training documents for squadron and detachment USMs.

3.6. Maintains a safety continuity binder in accordance with AFI 91-202/AETC Supplement 1, *The US Air Force Mishap Prevention Program*. The binder will be organized as follows:

3.6.1. TAB 1 - Letter of Appointment

3.6.2. TAB 2 - Mishap Logs/Investigation Procedures

3.6.3. TAB 3 - Workplace Locator

3.6.4. TAB 4 - Monthly Spot Inspections

3.6.5. TAB 5 - Copy of Unit's Last Assessment/Inspection

3.6.6. TAB 6 - Safety Inspection Checklists for Facilities and Program Self-Inspection

3.6.7. TAB 7 - Hazard Abatement Information

3.6.8. TAB 8 - Safety Meeting Minutes

3.6.9. TAB 9 - Safety Information/Correspondence

3.6.10. TAB 10 - Commander's Briefing and Review Log

★3.7. Conducts unit safety spot inspections once per month. The AFOATS USR has authority to delegate facility inspections to appointed detachment safety representatives and unit safety monitors. Spot inspections must be documented.

3.8. Ensures an AF IMT 55, **Employee Safety and Health Record**, is kept on each HQ AFOATS member.

3.9. Maintains a safety bulletin board in accordance with AFI 91-202/AETC Supplement 1 in the HQ AFOATS building. As a minimum, the following items will be on the bulletin board: Commander's Safety Policy, primary and alternate (if applicable) safety representative contact information, AFVA 91-307, *Air Force Occupational Safety and Health Program*; and a sample AF IMT 457, **USAF Hazard Report**, with reporting procedures.

3.10. Acts as AFOATS motorcycle safety monitor in the absence of appointed individual.

★3.11. Conducts monthly safety briefs to HQ AFOATS personnel and documents on AETC IMT 703, **Log of Supervisor's Safety Briefings**. Reference paragraph 11 of this instruction for briefing guidance.

4. ROTC Region and ROTC Detachment USRs, and all USMs:

- ★4.1. Forward all AETC IMTs 435 to AFOATS USR within 3 working days of the mishap. This applies to all Air Force Military and all Air Force Civilian personnel – does not apply to cadets unless the cadet is injured while on orders, or the cadet is fatally injured. Refer to table 13.1 to determine if an AETC IMT 435 is required on a cadet.
- 4.2. Ensure AF IMT 55 is kept on each unit member. Reference Section B, paragraph 6 of this instruction for AF IMT 55 guidance.
- ★4.3. Conduct monthly safety briefs to unit personnel and document on AETC IMT 703. Reference paragraph 11 of this instruction for briefing guidance.
- 4.4. Complete and document monthly facility inspections. Ensure all areas are inspected once per year.
- ★4.5. Complete and document quarterly seat belt inspections on AETC IMT 704, **Occupant Restraint Device Survey**. Contact the AFOATS USR for questions about how to accomplish seat belt inspections.
- 4.6. Maintain a safety bulletin board in accordance with AFI 91-202/AETC Supplement 1. As a minimum, the following items will be on the bulletin board: Commander's Safety Policy, primary and alternate (if applicable) safety representative contact information, AFVA 91-307, and a sample AF IMT 457 with reporting procedures.

5. Unit Motorcycle Monitors:

- ★5.1. Will consolidate the following information on all unit riders and maintain in a motorcycle safety monitor binder (applies to all Air Force Military and all Air Force Civilian personnel - does not apply to cadets):
 - 5.1.1. Name, rank, age of rider
 - 5.1.2. Year, make, and model of motorcycle
 - 5.1.3. Number of years riding experience
 - 5.1.4. Name, certification number, and year of safety courses attended
 - ★5.1.5. Copy of AETC IMT 708, **Commander's Motorcycle Safety Interview**. New riders must have this IMT signed prior to operating their motorcycle.
- 5.2. Plan and execute quarterly meetings with unit motorcycle riders to discuss safe riding practices. Group rides are encouraged and can qualify as the meeting. Reference Section B, paragraph 12, of this instruction for more information.

Section B. AFOATS Safety Programs:**6. Employee Safety Training:**

★6.1. All military and civilian personnel must be briefed on job safety by their supervisor. This briefing will be documented on an AF IMT 55 (Attachment 3). Supervisors will complete this briefing using the Work Center Lesson Plan developed by their USM. Examples are available on the AFOATS safety website. New employees must receive this briefing within 30 days of assignment to the unit. TDY personnel, OTS and ROTC students are exempt from this policy. Air Force Institute of Technology (AFIT) students assigned to a ROTC detachment must have an AF IMT 55 on file at their reporting detachment. Supervisors will maintain AF IMTs 55. Review each AF IMT 55 annually with the individual.

6.2. Ensure all areas in section “I”, Mandatory Items, are marked with an “X” and briefed accordingly.

6.3. Supervisors will include any annual safety training requirements in section “IV” on page 2. Annotate the initial training date and any subsequent annual training dates.

6.4. All deployment safety training will be documented in section “IV”. All individuals on deployment must have a current, original copy of their AF IMT 55 during deployment processing.

7. Hazard Reporting:

7.1. All military and civilian personnel will report any hazards in the work place to their supervisor. Hazards that may cause severe damage to government property or result in the serious injury or death of personnel can be reported directly to Wing Safety using the AF IMT 457.

★7.2. AFOATS personnel assigned to Maxwell AFB (including ROTC South East Region) will coordinate any hazard with the AFOATS USR, who will attempt to correct the situation with Facilities Management. If the hazard is not corrected, the AFOATS USR will submit the applicable AF IMT 457 to 42 ABW/SE.

7.3. AFROTC Region offices and detachments will coordinate any hazard with the AFOATS USR and the applicable facilities supervisor. If the hazard is not corrected, the commander of the affected unit will coordinate an AF IMT 457 through the geographically closest base safety office or host base safety office. Contact the AFOATS USR for more specific guidance.

★8. **Newcomer’s Safety Briefs.** All personnel under the age of 26 must receive a briefing from the unit commander or USR/USM using the AETC IMT 29A, **Commander’s Newcomers’ Safety Briefing**, within 30 days of arrival. This IMT will be maintained in the individual’s Personal Information File (PIF) until permanent change of station (PCS), permanent change of assignment (PCA), separation, retirement, etc.

9. Under 26 Pre-Departure Safety Briefings. Personnel under the age of 26 will receive a departure briefing using the AETC IMT 29B, **Predeparture Safety Briefing**, before going on TDY, leave, or traveling to a new duty station. The briefing is given by the individual's supervisor and maintained until the travel has concluded. This IMT will be maintained by the supervisor until 90 days after the individual's return from TDY or leave. For a PCS to new duty station, the supervisor will retain the original for 90 days after departure. The individual will get a copy before departing the duty station.

10. High-Risk Activities. All military personnel participating in off-duty, high-risk activities as defined in AFI 91-202/AETC Supplement 1, must complete an AETC IMT 410, **High-Risk Activities Worksheet**. Commanders will review this IMT during an interview with the member. If, in the commander's judgment, the individual is properly trained in the activity and is aware of the dangers associated with such activity, the commander will sign the AETC IMT 410, approving the activity. The IMT is then maintained in the individual's PIF or training folder, until such time as the individual departs the unit or ceases the activity. Examples of high-risk activities include, but are not limited to: skydiving, scuba diving, kayaking, hang gliding, bungee jumping, auto racing, parasailing, flying civilian aircraft, motorcycling, water and snow skiing. This list is not inclusive. Commanders may include any activity they feel places their personnel in a high-risk environment.

★**11. Safety Briefings.** Squadron commanders (or equivalent level of command) are required to brief their units once a month on any safety topic and document on an AETC IMT 703. Commanders have the authority to delegate this tasking to their USM. The log will be maintained by the commander or, if applicable, the USM.

11.1. Safety Briefing Guidance. Monthly safety briefs are the best way to ensure our personnel are educated on safe practices at work and in everyday activities. Commanders are not limited to the topics they may brief. Commanders are encouraged to concentrate on areas most unique to their unit, geographic location, and mission. Document the briefings on an AETC IMT 703. As a minimum, safety briefings should include the following information for any topic:

11.1.1. Local, state, and or federal laws applicable to the topic

11.1.2. Any military or civilian instructions/regulations applicable to the topic

11.1.3. Statistics relating to the topic

11.1.4. Commander's viewpoint on the topic

★**12. Motorcycle Safety.** Motorcycle operators are required to complete an AETC IMT 708, **Commander's Motorcycle Safety Interview**; applies to all Air Force Military and all Air Force Civilian personnel – does not apply to AFROTC cadets. Commanders review these IMTs during an interview. If in the commander's judgment the individual is aware of the dangers involved in motorcycle riding and has had adequate training and experience, the commander will sign the IMT. New riders must have an AETC IMT 708 signed prior to operating the vehicle. Motorcycle safety monitors will maintain the IMTs for the unit's riders in a safety binder.

★12.1. All riders must complete a motorcycle safety course offered by the closest base safety office or any Motorcycle Safety Foundation sponsored course. Experienced riders will need to contact the AFOATS motorcycle monitor to determine if a refresher course is required and to receive a briefing on local safety concerns. Does not apply to AFROTC cadets.

12.2. All unit motorcycle riders will forward the following information to the AFOATS Unit motorcycle monitor within 30 days of arrival on station or within 7 days of a purchase of a motorcycle. This requirement applies to all AFOATS personnel except AFROTC cadets.

12.2.1. Name, rank, and assigned unit

12.2.2. Make, model, and year of motorcycle

12.2.3. Years of riding experience

12.2.4. Name of safety courses taken

12.2.5. Year last course attended

★12.3. AFROTC cadets who are motorcycle riders will be counseled via an AFROTC IMT 16, **Officer Candidate Counseling Record**, about motorcycle safety. Counseling must include, but is not limited to, the following:

12.3.1. Wearing personal protective equipment (PPE) while riding

12.3.2. Not mixing alcohol with driving

12.3.3. Following all safety guidelines and laws pertaining to riding

12.3.4. Inherent dangers of operating a motorcycle

13. Mishap Reporting Procedures:

13.1. HQ AFOATS, ROTC Southeast Region HQ, and OTS Reporting Procedures. All personnel assigned to Maxwell AFB will use the following procedures when reporting a safety mishap meeting definition criteria in Attachment 1. Mishap reporting will be accomplished only after the initial emergency has passed. Any incident will be reported as follows:

13.1.1. Individuals will contact their supervisor to report the incident. If their immediate supervisor is not available, contact the next person in the chain of command.

13.1.2. Supervisors will contact the unit commander and USR within 8 hours of mishap. The USR will relay the mishap information to AFOATS USR. In the event the AFOATS USR or alternate cannot be reached, contact Maxwell Command Post and request stand-by safety controller. Commanders will follow chain of command reporting. Supervisors will begin filling out an AETC IMT 435 and send it to the AFOATS USR within 3 days.

13.1.3. The AFOATS USR will contact 42 ABW Safety Office within 12 hours of the mishap and relay the information. Once the AETC IMT 435 is received, fax a signed copy to 42 ABW/SE, who will give further directions depending on the severity of the mishap.

13.1.4. If the mishap is unresolved, AFOATS USR will send a follow-up AETC IMT 435 to 42 ABW/SE as information changes or once the mishap has terminated.

★13.2. ROTC Detachments, Regional Offices (except Southeast), ROTC Assigned AFIT Students. Active duty personnel and employed civilians assigned to ROTC detachments or ROTC Regional offices will use the following procedures when reporting a safety mishap meeting definition criteria in Attachment 1. This includes AFIT students assigned to ROTC detachments. An AETC IMT 435 is required for cadets who are injured during official Air Force activities and are on orders. Refer to Table 13.1 to determine if an AETC IMT 435 is required for a cadet mishap. Mishap reporting will be accomplished only after the initial emergency has passed. Any incident will be reported as follows:

13.2.1. Individuals will contact their supervisor to report the incident. If their immediate supervisor is not available, contact the next person in the chain of command.

13.2.2. Supervisors will contact the unit commander and USR within 8 hours of mishap. The USR will relay the mishap information to AFOATS USR. In the event the AFOATS USR or alternate cannot be reached, contact Maxwell Command Post and request stand-by safety controller. Commanders will follow chain of command reporting. Ensure regional directors are notified. Supervisors will begin filling out an AETC IMT 435 and fax it to the AFOATS USR within 24 hours.

13.2.3. The AFOATS USR will contact 42 ABW Safety Office within 12 hours of the mishap and relay the information. Once the AETC IMT 435 is received, fax a signed copy to 42 ABW/SE, who will give further directions depending on the severity of the mishap.

13.2.4. If the mishap is unresolved, AFOATS USR will send a follow-up AETC IMT 435 to 42 ABW/SE as information changes or once the mishap has terminated.

★Table 13.1. AFROTC Cadet Mishap Reporting

Rule	If cadet is	And	And	Then
1	On travel orders	Was injured during official AFROTC activity	Received medical treatment at a clinic or hospital*	Contact AFROTC safety; fill out AETC IMT 435
2	Fatally injured		→	Contact AFROTC safety; fill out AETC IMT 435

* Injuries that are not significant enough to require medical attention do not need to be reported.

Section C. Training and Education:

- ★14. **USR/USM.** The AFOATS USR is required to receive training within 30 days of receiving appointment. Contact 42 ABW/SE for training requirements.

14.1. USMs will contact the AFOATS USR for training materials.

- ★14.2. ROTC Region and detachment USRs must document receipt and review of training materials within 30 days of receiving appointment. Contact the AFOATS USR for training materials.

- ★15. **Supervisor Safety Training.** Supervisors are required to receive Air Force Supervisor Safety Training from wing safety personnel within 30 days of being assigned as a supervisor or within 30 days of initial training at Academic Instructor School for ROTC personnel. This is a one-time requirement. Personnel will receive an AF Form 1256, **Certificate of Training**, upon completion of training. Document this training on the individual's AF IMT 55.

16. Hazardous Communication Training. Personnel required to use hazardous materials must receive federal hazardous communications training by wing bioenvironmental personnel. Supervisors of these personnel are also required to receive training. For more information, see AFI 91-301/AETC Supplement 1, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

17. Adopted IMTs: AF IMT 55, **Employee Safety and Health Record**; AF IMT 457, **USAF Hazard Report**; AF Form 1256, **Certificate of Training**, AETC IMT 29A, **Commander's Newcomers' Safety Briefing**; AETC IMT 29B, **Predeparture Safety Briefing**; AETC IMT 410, **High-Risk Activities Worksheet**; AETC IMT 435, **Mishap Data Worksheet**; AETC IMT 703, **Log of Supervisor's Safety Briefings**; AETC IMT 704, **Occupant Restraint Device Survey**; AETC IMT 708, **Commander's Motorcycle Safety Interview**; AFROTC IMT 16, **Officer Candidate Counseling Record**.

RONNIE D. HAWKINS, JR.
Brigadier General, USAF
Commander, AFOATS

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 6055.7, *Accident Investigation, Reporting and Record Keeping*

AFPD 91-2, *Safety Programs*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, and AETC Supplement 1

AFVA 91-307, *Air Force Occupational Safety and Health Program*

AETC Pamphlet 91-203, *Squadron Commanders Safety Pamphlet*

Abbreviations and Acronyms

AFOATS - Air Force Officer Accession and Training Schools

AFIT - Air Force Institute of Technology

ATP - Advanced Training Program

FT - Field Training

ORM - Operational Risk Management

OTS - Officer Training School

PCA - Permanent Change of Assignment

PCS - Permanent Change of Station

PIF - Personal Information File

ROTC - Reserve Officer Training Corps

TDY - Temporary Duty

USM - Unit Safety Monitor

USR - Unit Safety Representative

Terms

Civilian Personnel. General-schedule and wage-grade employees.

Competent Medical Authority. Includes surgeons, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, physician assistants, nurse practitioners, and osteopathic practitioners within the scope of their practice as defined by law.

Lost Workday. A workday (8 hours) or school day (8 hours) missed at the direction of a competent medical authority. This does not include a day that would not normally have been worked or the day of return to duty.

Mishap. An unplanned and unsought event resulting in any of the following: Injury to military personnel on duty; Injury to military personnel off-duty resulting in loss of one duty day or more; Injury to civilian personnel while on duty; Damage to Air Force property or equipment; Damage to non-Air Force Property or equipment as a result of Air Force Operations.

Attachment 2

SAMPLE AETC IMT 435, MISHAP DATA WORKSHEET

MISHAP DATA WORKSHEET										
This IMT contains personal information protected by the Privacy Act of 1974. IMT will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.										
FROM (Supervisor) MSGT Roger Thompson			TO (Unit Safety Representative) TSgt Tim Dwight			TO (Unit Commander) Col Lewis Phillips		TO (Wing/Center Safety Office) 42 ABW/SE		
I. MISHAP DATA INFORMATION (To be filled in by the supervisor and sent to USR, Commander, and Safety within 5 workdays after the mishap.)										
GRADE/NAME (Last, First, Middle Initial) A1C Smith, John L.			UNIT/OFFICE SYMBOL AFOATS/SD		DUTY PHONE 3-1234		AFSC/JOB SERIES 3X051		AGE 22	SEX M
AFOSH TRAINING/LIFTING DATES N/A		DAYS SCHEDULED TO WORK <input type="checkbox"/> SUN <input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THU <input checked="" type="checkbox"/> FRI <input type="checkbox"/> SAT			WORK SHIFT HOURS (Military) 7:30 to 16:30		DUTY STATUS (At time of mishap) <input type="checkbox"/> ON DUTY <input checked="" type="checkbox"/> OFF DUTY		MISHAP OCCURRED <input checked="" type="checkbox"/> ON BASE <input type="checkbox"/> OFF BASE	
DATE OF MISHAP 19961001	DAY OF MISHAP Thursday	TIME OF MISHAP (MIL) 9:30	DAYS LOST 1 QTRS 0 HOSP		EXACT LOCATION WHERE MISHAP OCCURRED Base Softball Field					
TYPE(S) OF INJURY RECEIVED (i.e., bruise, fracture, cut, sprain) Fracture			LOCATION(S) AND PARTS OF BODY INJURED (i.e., lower back, right leg, left ankle) Right Leg							
DATE MEDICAL TREATMENT WAS RECEIVED 19961001		NAME AND ADDRESS OF HOSPITAL/CLINIC Maxwell AFB Clinic; Maxwell AFB AL				NAME AND PHONE NO OF ATTENDING PHYSICIAN Dr. Steve Mayor 3-5676				
AF PROPERTY DAMAGE/DESCRIPTION					VEHICLE DAMAGE/DESCRIPTION					
PROPERTY DESCRIPTION N/A					GMV/SPV DESCRIPTION N/A			REGISTRATION NO N/A		
DAMAGE DESCRIPTION N/A					PMV DESCRIPTION N/A					
NON AF PROPERTY DAMAGE N/A					SEAT BELT USED <input type="checkbox"/> YES <input type="checkbox"/> NO			ALCOHOL INVOLVED <input type="checkbox"/> YES <input type="checkbox"/> NO		
MANHOURS TO REPAIR N/A	REPLACEMENT COST \$0.00	MATERIAL COST \$0.00		COST OF REPAIR \$0.00			SPEEDING <input type="checkbox"/> YES <input type="checkbox"/> NO			
PROVIDE A CONCISE SUMMARY OF THE MISHAP (Who, What, Where, When & Why) (Indicate the cause(s)) (If more space is required continue on reverse) A1C Smith was sliding into second base during a softball game. The shortstop was knocked off balance by his slide, and fell on A1C Smith's right leg, fracturing it.										
INDICATE THE CORRECTIVE ACTION(S) TAKEN TO PREVENT RECURRENCE (If more space is required continue on reverse) - Discussed safe sporting practices.										
II. UNIT SAFETY REPRESENTATIVE AND UNIT COMMANDER REVIEW AND COMMENTS										
UNIT SAFETY REPRESENTATIVE'S REVIEW AND COMMENTS Had A1C Smith review a sports safety web site.										
DATE		SIGNATURE								
UNIT COMMANDER'S REVIEW, CONCURRENCE AND COMMENTS Concur with USR										
DATE		SIGNATURE								
CERTIFYING OFFICIAL'S COMMENTS										
DATE		SIGNATURE								

Attachment 3

SAMPLE AF IMT 55, EMPLOYEE SAFETY AND HEALTH RECORD

EMPLOYEE SAFETY AND HEALTH RECORD		
The AF Form 55 will be maintained by the supervisor in the work place. For Department of the Air Force civilian personnel, this form may be filed with AF Form 971, Supervisor's Employee Brief. For military personnel - file with any records. See AFI 91-301.		
1. NAME (Last, First, Middle Initial) GRADE Thompson, Roger D., MSgt	2. SSN 123-45-6789	3. ORGANIZATION & OFC SYMBOL AND/OR WORKPLACE IDENTIFIER AFOATS/SD
4. OCCUPATIONAL SERIES OR PRIMARY AFSC 3A071	5. DUTY TITLE NCOIC, Support Division	
6. HAZARDS ASSOCIATED WITH PRESENT JOB OR TASKS AND WORK AREAS (NOISE, ELECTRICAL SHOCK, RADIATION HAZARDOUS MATERIALS, ETC.) Tripping hazards Repetitive use injuries Electrical hazards Lifting hazards		
7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION (OHME) REQUIRED N/A		
I MANDATORY ITEMS (To be briefed to all personnel, as applicable)		
<input checked="" type="checkbox"/> 1. HAZARDS OF THE JOB OR TASKS, AND SAFETY PROCEDURES TO BE FOLLOWED (See Item 6)		
<input checked="" type="checkbox"/> 2. HAZARDS OF THE WORK AREAS (See Item 6)		
<input checked="" type="checkbox"/> 3. OSH STANDARDS AND GUIDANCE THAT APPLY TO JOB AND WORK PLACE		
<input checked="" type="checkbox"/> 4. PERSONAL PROTECTIVE EQUIPMENT THEY WILL NEED AND HOW, WHEN, AND WHERE TO USE IT (To be entered into Sections II and III of this form)		
<input checked="" type="checkbox"/> 5. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT		
<input checked="" type="checkbox"/> 6. EMERGENCY PROCEDURES THAT APPLY TO THEIR JOB AND WORK PLACE		
<input checked="" type="checkbox"/> 7. REPORTING UNSAFE EQUIPMENT, CONDITIONS OR PROCEDURES TO SUPERVISOR IMMEDIATELY		
<input checked="" type="checkbox"/> 8. LOCATION, SUBMITTING PROCEDURES, AND PURPOSE OF AF FORM 457, USAF HAZARD REPORT (AFI 91-202)		
<input checked="" type="checkbox"/> 9. MISHAP REPORTING PROCEDURES (AFI 91-204)		
<input checked="" type="checkbox"/> 10. EMERGENCY TELEPHONE NUMBERS		
<input checked="" type="checkbox"/> 11. LOCATION AND REQUIRED REVIEW OF APPROPRIATE SAFETY BULLETIN BOARDS, AF VISUAL AIR 91-307		
<input checked="" type="checkbox"/> 12. LOCATION OF MEDICAL FACILITIES AND PROCEDURES FOR OBTAINING TREATMENT		
<input checked="" type="checkbox"/> 13. REQUIREMENTS FOR DOCUMENTATION AND NOTIFICATION OF ON-THE-JOB INJURY OR ILLNESS		
<input checked="" type="checkbox"/> 14. PURPOSE AND FUNCTION OF THE AF FORM 1118, NOTICE OF HAZARD		
<input checked="" type="checkbox"/> 15. INDIVIDUAL RESPONSIBILITIES FOR ENSURING OWN SAFETY		
<input checked="" type="checkbox"/> 16. REQUIRED USE OF SAFETY BELTS		
<input checked="" type="checkbox"/> 17. PERSONNEL RIGHTS (AFI 91-301)		
<input checked="" type="checkbox"/> 18. AIR FORCE HAZARD COMMUNICATION PROGRAM REQUIREMENTS		
<input checked="" type="checkbox"/> 19. CONFINED SPACE REQUIREMENTS, IF REQUIRED (AFOSH STANDARD 91-25)		
<input checked="" type="checkbox"/> 20. MANUAL LIFTING GUIDANCE (AFOSH STANDARD 91-46)		
<input checked="" type="checkbox"/> 21. JEWELRY SAFETY (AFOSH STANDARD 91-66)		
<input checked="" type="checkbox"/> 22. POTENTIAL HAZARDS ASSOCIATED WITH THE SURROUNDING LOCAL AREA (If operational activities require travel off installation)		
<input checked="" type="checkbox"/> 23. OTHER (List in remarks or on continuation sheet, if necessary)		
II PERSONAL PROTECTION ISSUED		III PERSONAL PROTECTION PROVIDED IN WORK AREA
1. FOOT PROTECTION		1. FOOT PROTECTION
2. ARM/HAND PROTECTION		2. ARM/HAND PROTECTION
3. EYE PROTECTION		3. EYE PROTECTION
4. HEARING PROTECTION		4. HEARING PROTECTION
5. RESPIRATORY PROTECTION		5. RESPIRATORY PROTECTION
6. HEAD PROTECTION		6. HEAD PROTECTION
7. OTHER (List)		7. OTHER (List)